

**FIRST AMENDMENT TO
TULARE COUNTY AGREEMENT NO. 28586**

THIS FIRST AMENDMENT ("Amendment") to Tulare County Agreement Number 28586 (the "Agreement") is entered into by and between the **COUNTY OF TULARE** ("COUNTY") and **Family Services of Tulare County** ("CONTRACTOR") as of July 1, 2018, with reference to the following:

- A. The COUNTY and CONTRACTOR entered into the Agreement as of July 1, 2018, for the purpose of providing supervised visitation services to families whose children have been placed in out-of-home care.;
- B. COUNTY and CONTRACTOR now wish to amend the Agreement in order to increase the outcomes and population served and to decrease the total amount of hours allocated for fiscal year 18/19.

ACCORDINGLY, COUNTY and CONTRACTOR agree as follows:

- 1. This Amendment becomes effective as of July 1, 2018.
- 2. Exhibits A and B are hereby replaced with the attached Exhibit A and B.
- 3. Except as provided above, all other terms and conditions of the Agreement shall remain in full force and effect.

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TULARE COUNTY AGREEMENT NO. 28586**


THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

Family Services of Tulare County

Date 09/14/18

By 
Print Name Caitly Meader
Title Chief Executive Officer

Date 9/14/18

By 
Print Name Stephanie Burrage
Title CFO

[Pursuant to Corporations Code section 313, County policy requires that contracts with a Corporation be signed by both (1) the chairman of the Board of Directors, the president or any vice-president (or another officer having general, operational responsibilities), and (2) the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer (or another officer having recordkeeping or financial responsibilities), unless the contract is accompanied by a certified copy of a resolution of the corporation's Board of Directors authorizing the execution of the contract. Similarly, pursuant to California Corporations Code section 17703.01, County policy requires that contracts with a Limited Liability Company be signed by at least two managers, unless the contract is accompanied by a certified copy of the articles of organization stating that the LLC is managed by only one manager.]

COUNTY OF TULARE

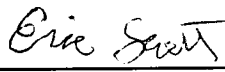
Date _____

By _____
Chairman, Board of Supervisors

ATTEST: MICHAEL C SPATA
County Administrative Officer/Clerk of the Board
of Supervisors of the County of Tulare

By _____
Deputy Clerk

Approved as to Form:
County Counsel

By 
Deputy

Matter # 20181395

Family Services of Tulare County

815 W. Oak Street
Visalia, CA 93291
(559) 732-1970
caity.meader@fstc.net

Scope of Work - Fiscal Year 2018-2019

Exhibit A

Grant Services to be charged against

Child Welfare Services 001-142-4020-7043

Intensive Supervised Visitation Centers Program

Family Services of Tulare County will organize and be responsible for a Supervised Visitation Centers program in Tulare County. The supervised visitation service will be for the benefit of clients of Child Welfare Services (CWS) who are working to reunify with their children. The services and rates may be modified by mutual written consent of both parties. Reimbursement for services is contingent upon receipt of state and/or federal funds for this purpose.

Visitation is very important as this allows the parent and the child to see each other and maintain their relationship. Intensive visitation during the first four months is very crucial to reunification. Studies show that the more a parent and child can visit, the sooner they can be reunified. It is especially important when an infant is involved, as parents need to be allowed multiple visitation opportunities in order to bond. Also, supervised visitations are an opportunity for trained staff to monitor all interaction between the child and parent in a safe and neutral environment and provide feedback to CWS. This gives CWS objective information regarding the parent-child relationship and interaction.

Family Services of Tulare County will:

1. Organize and administer the Supervised Visitation Program;
2. Maintain a full-time CWS Visitation Program Coordinator (North County) and a half-time CWS Visitation Program Coordinator (South County);
3. Hire, train, supervise, and maintain appropriate staff to conduct supervised visitations, including a workforce of visitation staff that are trained in KIPS© (Keys to Interactive Parenting Scale) and the Uniform Standards of Practice for supervised visitation providers;
4. Work with participating Family Resource Centers and other local partners to ensure community locations are appropriate for supervised visitations and facilitate annual maintenance or supply requests associated with the safe use of these natural settings for visitation purposes as needed;
5. Train staff and Family Resource Centers on evidence-based supervised visitation practice;
6. Conduct background checks on all staff hired;
7. Accept Child Welfare Services referrals for supervised visitations;
8. Coordinate supervised visitations with participating Family Resource Centers;

Family Services of Tulare County

9. Ensure that the supervised visitations are conducted appropriately and with regard to the safety and security of all participants;
10. Adhere to the Child Welfare Services, Supervised Visitation Policy including completing appropriate forms and returning to Child Welfare Services in a timely manner;
11. Collect and maintain data on clients served by the CWS Supervised Visitation Program and provide this information to CWS as requested;
12. Attend and participate in meetings with Child Welfare Service as needed to coordinate services and ensure contract compliance.
13. Family Services will not exceed the total amount of hours allocated for fiscal year 18/19 which is 3,837 hours of supervised visitations for CWS. Scheduling of the hours will be determined following the below guidelines.
 - a) Hours primarily apportioned to families already established in the program
 - b) Families who are currently enrolled in the program and have visitations established will serve as priority when scheduling visits. Hours remaining from total hours each month will then be used to serve new CWS referrals.
 - c) If hours are left remaining at the end of the month they will be rolled over to the next month to serve new CWS clients.
 - d) On months Family Services does not meet marked hours, hours can be rolled over into high needs months

Target Population

Contractor agrees to provide services for the benefit of dependent children and their families to comply with visitation court orders in a safe and neutral environment. Supervised visitation services will be provided to children who have been newly placed into foster care (within the first three months of placement). However, CWS may choose to refer a child who has been in foster care longer. The intent is for the supervised visitation service to be provided for up to four months; however, CWS may make exceptions on an individual basis.

Referral Process and Client Contact

The Supervised Visitation Referral Form will be used to refer and accept clients into the program. Referrals/Letters of Authorization are generated by the CWS Social Worker in accordance with court orders and program policies and sent to the Family Services CWS Program Coordinator for review. Family Services must acknowledge receipt of a referral to CWS within 24 hours (one business day).

The Family Services CWS Program Coordinators will work to establish contact with the involved parties (resource family/families, non-custodial parent(s), social worker(s)) to schedule the first visitation with the goal that the visit will occur within 72 hours of receipt of the referral or as soon as practicably possible.

Family Services of Tulare County

Visitation services are provided as outlined in the referral (participants, number of hours, etc.). Services are available in English and Spanish. To ensure safety during visits, Family Services maintains a ratio of one (1) Visitation Supervisor per three (3) visitation participants (exceptions may be made if it is safe to do so and hours of supervision are invoiced accordingly).

Additional Expectations

Contractor will operate under the spirit of HIPAA for client confidentiality. Visit observations are recorded in chart notes; copies of visit records are provided to each referring social worker twice per month (15th of the month and end of month) or additionally upon request. Individual files are kept in locked filing cabinets and destroyed after seven years, in accordance with the agency's document retention and destruction policy. Generic (non-identifying) participant characteristic data is collected by the Program Coordinator and entered into databases for reporting purposes. Access to client databases is secured by restricted code. All staff receives training in confidentiality of records and clients sign confidentiality statements. No information is shared with any third party, with the exception of the referring party (CWS).

Outcome and Evaluation

The Contractor will serve at least 250 adults and 325 children with supervised visitation services. The primary tool for outcome measurement will be self-reported data provided by parents and children including satisfaction surveys. Additional statistics or demographic data may be tracked by Family Services at the request of CWS and provided to the CWS Program Manager on a quarterly basis.

Family Services of Tulare County
815 W. Oak Street
Visalia, CA 93291
(559) 732-1970
caity.meader@fstc.net

Fiscal Year 2018-2019

Exhibit B

Maximum Amount Payable

The maximum amount payable for this agreement is \$230,931 over a twelve month period for the following fiscal year:

Jul 2018-Jun 2019 \$230,931

Payment Amount and Fee Schedule

Supervised visits shall be provided at the rate of \$36.00 per hour.

Pre and Post activities will be charged a flat rate of \$18.00 Per Visit.

Pre activities include - reviewing client's file for notes on any previous visits, retrieving file and traveling to the visit location (if the visit is hosted at another FSTC location and not at the CHAT House), setting up the visit room, obtaining any needed supplies in anticipation of family's arrival (i.e. toys, games, etc.). In addition, the visiting party is requested to arrive 10 minutes prior to the visit start time, so the supervisor is required to be ready to receive them and begin documenting upon their arrival. Post activities include - completing documentation (case notes, incident reports, etc.) after all parties have left the visit, cleaning up the visit room, putting away supplies, completing SCAR reports, documenting KIPS assessments, etc. There will only be one charge for both pre/post activities at \$18 per visit.

Contractor will be allowed to invoice for the cost of a full time Program Coordinator to run this program. Contractor will be allowed to invoice for the costs of maintenance and supplies as purchased for any, supervised visitation site used by the Supervised Visitation Program in an amount not to exceed \$3,000. All purchases from this agreement shall be for the sole purpose of maintaining supervised visitation rooms. The items purchased under this agreement shall continue to be utilized for the benefit of the supervised visitation program during the life of the service. Purchases shall be limited to reasonable items to furnish visitation rooms, and may include televisions, DVD players, age- appropriate DVDs, age-appropriate toys, costs associated with decorating the room, and costs associated with reconfiguring the room which may include painting. Any modification work performed on a supervised visitation room not completed by a state government agency must be at prevailing wage rate per California labor Code Section 1770. In addition, purchases for maintenance of supervised visitation rooms over an amount of \$500 shall be approved by Tulare County CWS prior to purchase.

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No item from any supervised visitation program site shall be removed from benefiting the program without prior written approval of the County of Tulare. Any supplies purchased for the benefit of the supervised visitation program services shall become the property of the County of Tulare upon the termination of the contract.

Contractor shall provide detailed monthly invoices for any maintenance fees and or supplies purchased for the purpose of delivering supervised visitation program services during the term of this agreement.

Contractor shall submit detailed monthly invoices to the County by the 10th of the following month from the date of service. Payment for service shall be on a reimbursement basis for adequately documented costs in accordance with cost principles and standards of OMB circular A-87 as follows:

- Costs shall be adequately documented;
- Direct cost shall be specifically identified to services performed;
- Employees shall be compensated for time specifically identified to service performed;
- Travel expenses shall be specifically identified to service performed;
- A standard indirect cost allowance may be used in lieu of determining actual indirect costs of service.